

BROADCLYST PARISH COUNCIL

COMMUNICATIONS COMMITTEE MEETING MINUTES (Draft)

To: Broadclyst Parish Council Communications Committee Members:

Councillors Keeping (Chair), Fernley, L Straw, Boyles.

For Information: Broadclyst Parish Councillors, District and County Ward Members, Press and Public.

Communications Committee Members were invited to attend a **Communications Committee** meeting of Broadclyst Parish Council on **29th July 2026** at **19:00pm** in the **Broadclyst Sports Pavilion**, Holly Close, Broadclyst, EX5 3JB the for the purpose of transacting the following business:

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MINUTES (Draft)

The meeting opened at 19:01hrs

C26/07/01 ATTENDANCE

- i. Councillor Record of **Attendance**:
Councillors Fernley (acting Chair¹), Boyles and L Straw
Councillor **Apologies**:
Councillor Keeping
- ii. Non-Councillor Record of **Attendance**:
Gemma Cole (Officer)
Non-Councillor **Apologies**:
none

C26/07/02 DISCLOSABLE PECUNIARY INTEREST

There were no new DPs or requests for dispensation made to the Clerk or Assistant Clerk.

C26/07/03 MINUTES

The Communications Committee received, and resolve to approve as a correct record, the draft minutes of the Communications Committee meeting on 16th January 2026.

Proposed by Councillor Boyles, seconded by Councillor L Straw to approve the draft Minutes as a correct record. Vote: Unanimously supported.

Resolved: that the draft Minutes from 16th January 2026 be approved as a correct record of the meeting.

C26/07/04 BROADSHEET

- i. General Broadsheet update including any feedback from parishioners on the spring and summer 2026 editions.
Feedback has been overall positive, with two emails being received from Parishioners regarding submitted articles. The Assistant Clerk advised that the summer edition used a new publishing tool, Scribus, for the publication, due to Publisher (which has traditionally been used) being decommissioned later in the year. There is also a new paper being used for the print, due to the previously used paper being discontinued. Councillor Fernley advised that attendees at the Repair Café had seen the articles advertising the event in The Broadsheet. It was also discussed whether another reviewer be added to the final review stage of The Broadsheet. This often requires a quick turnaround of the final proof prior to printing.
Proposal: It was proposed by Councillor L Straw that Councillor Fernley be added to the pre-print final review stage of The Broadsheet. This was seconded by Councillor Boyles and unanimously agreed. **RESOLVED.**
- ii. Suggested articles for future editions
 - Front Page = Fun Day Coverage x 3. Best pictures to the front
 - Station Road SANG (Spring)(Paula)
 - Setting up of a Friends of the Clyst Group with the NT (Paula)
 - Fun Day and Community events (Broadclyst, Tithebarn and Westclyst)
 - Clyst Vale
 - Classics Galore (Force Cancer Event)
 - Gracey Court
 - Tithebarn Press

¹ Councillor Fernley to chair the meeting proposed by Councillor L Straw, seconded by Councillor Boyles, all in agreement.

- Meet the Councillor - Councillors Taylor and Gordon
 - Science Park update
 - Swift Report (Sally Hudson)
 - Gear Six - request for funding (youth)
 - Bank "Hang up" scam
 - History Society
 - Advice on keeping cool (Spring and add to Socials when appropriate)
 - Victory Hall
 - Church tours and tabletop sale
 - Clyst Caring Super Sleuth treasure hunt answers
 - Repair café dates (also to add to "what's on" section)
 - Saving water, safe flushing - enviro article (Spring)
 - Recycling (throughout the year)
 - National Trust (are paths at Danes featured? GC to check)
 - Twinning
- iii. Advertisements
- The Assistant Clerk advised that there were two new advertisers, with an estimated £1,162.50 of advertising fees being raised as part of the next edition. Councillor Fernley advised that Rosie was no longer trading locally. To be confirmed and removed as necessary from the "What's On" section.
- iv. Current Distribution
- The next edition will require 4,100 printed copies
 - Continue to liaise with TRA and volunteers to confirm any additional copies required for distribution.
- v. Distribution challenges and solutions
- Westwood area now being delivered by Councillor Rylance.
 - New volunteers needed for Pinn Court side of Westclyst. There are around 500 homes and recruitment necessary. To be pushed at Westclyst Family Day and the next repair café. Also to drop posters to Alexander House to increase awareness of need.
 - There have been delays in delivery within Tithebarn area. It was suggested to join the WhatsApp group to advise of delivery date/provide distribution updates to encourage timely distribution and delivery.

C26/07/05 WEBSITE

- i. There were no new updates in respect of the new website, and this is currently with Councillor Veliyeth to action. Councillor Boyles asked whether the booking link for Victory Hall could be added to the BPC website. Assistant Clerk to check with Clerk.

C26/07/06 NOTICEBOARDS

- i. Installation at Tithebarn is still awaited. There is a new additional noticeboard in place at the play park in Broadclyst Village.

C26/07/07 SOCIAL MEDIA

- i. Facebook
 - a. It was suggested that any posts are also added to reels, in order to increase reach and views.
 - b. The Committee discussed what types of pages are suitable for BPC to follow and directly engage with and share. Proposal: It was proposed by Councillor Boyles that the Council will only follow organisations and charities that have a direct link or formal association with Broadclyst Parish Council and will not follow private businesses. This was seconded by Councillor Fernley and unanimously agreed. **RESOLVED.**
- ii. Instagram
 - a. The Committee discussed what types of pages are suitable for BPC to follow and directly engage with and share. Proposal: It was proposed by Councillor Boyles that the Council will only follow organisations and charities that have a direct link or formal association with Broadclyst Parish Council and will not follow private businesses. This was seconded by Councillor Fernley and unanimously agreed. **RESOLVED.**
 - b. It was raised that more content to be added to this platform.

C26/07/08 CLOSE OF MEETING

The meeting closed at 20:17hrs.

Signed:

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT